



# Documentation and Workflow for all Action Types and Reasons



For this action:		This is the usual documentation you must send to the Personnel Administration Branch to accompany your HCMPF. <i>In some cases additional documentation (not listed) may be requested.</i>			Workflow			
		None	*PAE	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:							
Establish with PD					CLASS NM LIAISON			
Establish w/out PD					CLASS NM LIAISON			
Update PD					CLASS NM LIAISON			
Z1- Appointment								
1	Appoint		X	If appointed by the Governor, see Unclassified/Non-Merit Example Letter. For a Co-op Intern, must attach the approval letter from DCO.	> REGISTER > NM LIAISON > HR CERT	PA		
2	Appoint up to midpoint		X	If appointed by the Governor, see Unclassified/Non-Merit Example Letter. For a Co-op Intern, must attach the approval letter from DCO.	> REGISTER > NM LIAISON > HR CERT	PA	PA SUPV	
3	Interim		X	Updated application in COS, if age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet. For a Co-op Intern, must attach the approval letter from DCO.	CLASS	PA	HR CERT	
4	Interim up to midpoint		X	Updated application in COS, if age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet.	CLASS	PA	HR CERT	
5	Prev Uncl w/ no Prior Class-Min		X	If appointed by the Governor, see Unclassified/Non-Merit Example Letter.	PA	REGISTER	LEGAL	
6	Prev Uncl w/no Prior Class-Midpt		X	If appointed by the Governor, see Unclassified/Non-Merit Example Letter.	PA	PA SUPV	REGISTER	LEGAL
7	Returning Retiree Appointment		X	Form #6751-Signed by Appointing Authority	> REGISTER > NM LIAISON > HR CERT	PA		
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA	PA SUPV		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	PA SUPV		
Z2- Re-Hire								
1	Reinstate w/ 12 month break		X	Reinstatement Certificate.	PA	PA SUPV	COMP	
2	Reinstate w/o 12 month break		X	Reinstatement Certificate.	PA	PA SUPV	COMP	
3	Reinstate by Board/Court Order		X	Agreed Order.	PA	PA SUPV	COMP	LEGAL
4	Re-employment	X	X	No doc required unless otherwise requested.	PA	REGISTER	COMP	
5	Returning Retiree		X	Form #6751-Signed by Appointing Authority.	> REGISTER > NM LIAISON	PA		

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		None	*PAE	Letter of Justification/Request	Note: The symbol “>” represents actions which route to the Personnel Administration Branch initially. However, the Personnel Administration Branch is responsible for forwarding to one of the designated areas for approval depending on the type of employee being hired. (i.e. classified, unclassified, FFTL), or the type of information requiring correction.			
Type:	Reason:				Level 1	Level 2	Level 3	Level 4
					> HR CERT			
6	Returning Retiree up to midpoint		X	Form #6751-Signed by Appointing Authority.	> REGISTER > NM LIAISON > HR CERT	PA	PA SUPV	
7	Interim Rehire		X	Updated application in COS, if age 16-17 must have letter signed by employing agency’s Cabinet Secretary and the Secretary of the Personnel Cabinet. For a Co-op Intern, must attach the approval letter from DCO.	CLASS	PA	HR CERT	
8	Interim Rehire up to midpoint		X	Updated application in COS, if age 16-17 must have letter signed by employing agency’s Cabinet Secretary and the Secretary of the Personnel Cabinet.	CLASS	PA	HR CERT	
9	Appointment		X	If appointed by the Governor, see Unclassified/Non-Merit Example Letter.	> REGISTER > NM LIAISON > HR CERT	PA		
10	Appointment up to midpoint		X	If appointed by the Governor, see Unclassified/Non-Merit Example Letter.	> REGISTER > NM LIAISON > HR CERT	PA	PA SUPV	
11	Interim Return Retiree		X	Form #6751-Signed by Appointing Authority and updated application in COS	CLASS	PA	HR CERT	
12	Interim Return Retiree to midpt		X	Form #6751-Signed by Appointing Authority and updated application in COS	CLASS	PA	HR CERT	
13	Prev Uncl w/ no Prior Class- Min		X	If appointed by the Governor, see Unclassified/Non-Merit Example Letter.	PA	REGISTER	LEGAL	
14	Prev Uncl w/no Prior Class- Mid		X	If appointed by the Governor, see Unclassified/Non-Merit Example Letter.	PA	PA SUPV	REGISTER	LEGAL
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA	OM		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	OM	PA SUPV	
Z3- Reclassification								
1	Higher Grade			Position description required on HCMPF submission. No doc required unless otherwise requested	CLASS	HR CERT		
2	Same Grade			Position description required on HCMPF submission. No doc required unless otherwise requested	CLASS	HR CERT		
3	Lower Grade			Position description required on HCMPF submission. No doc required unless otherwise requested	CLASS	HR CERT		
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	OM	PA		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	OM	PA	PA SUPV	
Z4- Reallocation								
1	Higher Grade			Position description required on HCMPF submission. See Notification of Reallocation form	CLASS			
2	Same Grade			Position description required on HCMPF submission. See Notification of Reallocation form	CLASS			
3	Lower Grade			Position description required on HCMPF submission. See Notification of Reallocation form	CLASS			
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	OM	PA		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	OM	PA	PA SUPV	
Z5- Grade Change								
1	Higher Salary	X		No doc required unless otherwise requested				
2	Same Salary	X		No doc required unless otherwise requested				

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		None	*PAE	Letter of Justification/Request	Note: The symbol “>” represents actions which route to the Personnel Administration Branch initially. However, the Personnel Administration Branch is responsible for forwarding to one of the designated areas for approval depending on the type of employee being hired. (i.e. classified, unclassified, FFTL), or the type of information requiring correction.				
Type:	Reason:				Level 1	Level 2	Level 3	Level 4	
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA				
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	PA SUPV			
Z6- Range Change									
1	Higher Salary	X		NONE					
2	Special Entrance Rate	X		NONE					
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA				
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	PA SUPV			
Z7- Position # Change/ External									
1	1 Trans In			Requires Voluntary Transfer/Demotion form from the losing agency. (Certain Classified/Merit employees require a letter pursuant to KRS 12:050- See Non-Merit Example Letters)	PA	HR CERT			
2	TI Promotion	X		NONE	PA	REGISTER			
3	TI Demotion Retain Salary			Letter to retain salary and Voluntary Transfer/Demotion form	PA	HR CERT			
4	TI Demotion			Voluntary Transfer/Demotion form	PA	HR CERT			
5	Detail		X	Letter of Justification required	PA	HR CERT			
6	Reversion Promotional Prob			See Disciplinary & Personnel Actions Guide for example letter #18 or a request from the employee.	PA	COMP	LEGAL		
7	Reorg- Exec Order	X		No doc required unless otherwise requested					
8	Reorg- Admin Order	X		No doc required unless otherwise requested					
9	Reorg- Legislative	X		No doc required unless otherwise requested					
10	Reorg- Deorganization	X		No doc required unless otherwise requested					
11	Resign to Reappoint			Separation letter	> REGISTER > NM LIAISON > HR CERT	PA	PA SUPV	LEGAL	
12	Resign to Reinstate			Separation letter and reinstatement certificate	PA	PA SUPV	COMP	LEGAL	
13	Prev Uncl w/no Prior Class	X		NONE	PA	REGISTER	LEGAL		
14	Promotion in Grade	X		NONE	CLASS	REGISTER			
15	Resign to Reappoint (Interim)		X	For resignations, a signed letter from the employee is required. If the employee is being terminated from Interim with one Department and appointed as an Interim with another, then a letter of justification is required for the termination. Additionally, for the interim appointment, an updated application in COS is required. If age 16-17 must have letter signed by employing agency’s Cabinet Secretary and the Secretary of the Personnel Cabinet. For a Co-op Intern, must attach the approval letter from DCO.	CLASS	PA	HR Cert		
16	Reversion from Detail to Spec Duty			See Disciplinary & Personnel Actions Guide for example letters #16 and #17.	PA	COMP	LEGAL		
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	OM	PA			
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	>COMP	PA	PA SUPV		

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					<i>Note: The symbol “&gt;” represents actions which route to the Personnel Administration Branch initially. However, the Personnel Administration Branch is responsible for forwarding to one of the designated areas for approval depending on the type of employee being hired. (i.e. classified, unclassified, FFTL), or the type of information requiring correction.</i>			
Type:	Reason:	None	*PAE	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
					>OM			
Z8- Position # Change/Internal								
1	TWI Invol			See Disciplinary & Personnel Actions Guide for example letters	PA	HR CERT	LEGAL	
2	TWI Vol			Voluntary Transfer/Demotion form	PA	HR CERT		
3	Promotion	X		NONE	PA	REGISTER		
4	Promotion in Grade	X		NONE	COMP	REGISTER		
5	Demote Vol Retain Salary			Letter to retain salary and Voluntary Transfer/Demotion form	PA	HR CERT		
6	Demote Invol Retain Salary			See Disciplinary & Personnel Actions Guide for example letter	PA	HR CERT	LEGAL	
7	Demotion Vol			Voluntary Transfer/Demotion form	PA	HR CERT		
8	Demotion Invol			See Disciplinary & Personnel Actions Guide for example letter	PA	HR CERT	LEGAL	
9	Detail			Letter of Justification required	PA	HR CERT		
10	Reversion Promotional Prob			See Disciplinary & Personnel Actions Guide for example letter #18 or a request from the employee.	PA	COMP	LEGAL	
11	Reorg- Exec Order	X		No doc required unless otherwise requested				
12	Reorg- Admin Order	X		No doc required unless otherwise requested				
13	Reorg- Legislative	X		No doc required unless otherwise requested				
14	Reorg- Deorganization	X		No doc required unless otherwise requested				
15	Resign to Reappoint			Separation letter	> REGISTER > NM LIAISON > HR CERT	PA	PA SUPV	LEGAL
16	Resign to Reinstate			Separation letter and reinstatement certificate	PA	PA SUPV	COMP	LEGAL
17	Prev Uncl w/no Prior Class	X		NONE	PA	REGISTER	LEGAL	
18	Resign to Reappoint (Interim)		X	For resignations, a signed letter from the employee is required. If the employee is being terminated from Interim with one Department and appointed as an Interim with another, then a letter of justification is required for the termination. Additionally, for the interim appointment, an updated application in COS is required. If age 16-17 must have letter signed by employing agency’s Cabinet Secretary and the Secretary of the Personnel Cabinet. For a Co-op Intern, must attach the approval letter from DCO.	CLASS	PA	HR Cert	
19	Reversion from Detail to Spec Duty			See Disciplinary & Personnel Actions Guide for example letters #16 and #17.	PA	COMP	LEGAL	
20	Enterprise Structure Change	X		NONE	PA			
21	Reversion from Unclassified			Reversion from the unclassified/non-merit service, requires a notice from the agency to the employee, or a request to do so from the employee.	PA	COMP	LEGAL	
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	OM	PA		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	>COMP >OM	PA	PA SUPV	
Z9- Change in Pay								
1	Initial Probationary Increase	X		NONE	PA			

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Type:	Reason:	None	*PAE	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
2	Uncl Probationary Increase	X		NONE	PA			
3	Annual Increment	X		NONE	PA	COMP		
4	Promotional Increase	X		No doc required unless otherwise requested	PA			
5	Education Increase			Documentation of educational achievement (Certificate/Diploma/Transcript) or justification letter	PA	REGISTER		
6	Salary Change/Per KAR			Remarks are required on HCMPF	PA	COMP		
7	ACE			Request for ACE/ERA form and justification letter	PA	COMP		
8	ERA			Letter of Justification required	PA	COMP		
9	Due to New Appointee Salary	X		Remarks required on HCMPF submission listing the new in-range appointee’s personnel number. (Appointee name should not be listed)	PA			
10	Salary Adjustment		X	Exemption	COMP			
11	Salary Adjustment – Legislation	X		NONE	COMP			
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA			
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	>COMP	PA	PA SUPV	
ZA- Suspension								
1	Time & Attendance			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
2	Work Performance			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
3	Job Abandonment			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
4	Patient/Client Abuse			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
5	Sleeping on the Job			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
6	Policy Violation			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
7	Insubordination			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
8	Alcohol/Drug Abuse			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
9	Misconduct			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
10	Other			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL		
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA	LEGAL		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	LEGAL		
ZB- Leave with Pay								
1	Educational			Educational Leave Contract	PA	LEGAL		
2	Special for Investigative			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
3	Administrative			Intent to dismiss letter and separate administrative leave letter	PA	LEGAL		
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA	LEGAL		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	LEGAL		
ZC- Leave w/out Pay								

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		None	*PAE	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:							
1	Military	X		NONE	PA			
2	Educational			Educational Leave Contact	PA	LEGAL		
3	Sick			See Disciplinary & Personnel Actions Guide for example letter #19A or #19B.	PA	PA SUPV	LEGAL	
4	Best Interest of the State			Letter of Justification required	PA	LEGAL		
5	Other			Letter of Justification required	PA	LEGAL		
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA			
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA			
ZD- Return from Leave with Pay								
1	Educational	X		NONE	PA			
2	Special for Investigative			Letter of Justification required	PA	LEGAL		
3	Administrative			Letter of Justification required	PA	LEGAL		
98	VOID			Specific remarks required on HCMPF submission explaining reason for void.	PA	LEGAL		
99	CORRECT			Specific remarks required on HCMPF submission explaining needed corrections.	PA	LEGAL		
ZE- Return from Leave w/out Pay								
1	Military	X		NONE	PA			
2	Educational	X		NONE	PA	PA SUPV	LEGAL	
3	Sick	X		See Disciplinary & Personnel Actions Guide for example letter #20A or #20B justification	PA	PA SUPV	LEGAL	
4	Best Interest of the State	X		NONE	PA	PA SUPV	LEGAL	
5	Other	X		NONE	PA	PA SUPV	LEGAL	
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA			
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA			
ZF- Separation								
1	T-Time Limit	X		NONE	PA			
2	T-Terminate			Letter of Justification required	PA	PA SUPV	LEGAL	
3	T-Initial Probation			See Disciplinary & Personnel Actions Guide for example letter	PA	PA SUPV	LEGAL	
4	R-Salary			Signed letter from employee	PA			
5	R-Lack of Opportunity			Signed letter from employee	PA			
6	R-Personal Conflict			Signed letter from employee	PA			
7	R-Marriage			Signed letter from employee	PA			
8	R-Job Incompatibility			Signed letter from employee	PA			
9	R-Return to School			Signed letter from employee	PA			
10	R-Health			Signed letter from employee	PA			

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Type:	Reason:	None	*PAE	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
11	R-Family Reasons			Signed letter from employee	PA			
12	R-Job Abandonment			Letter from Appointing Authority	PA	LEGAL		
13	R-Moving			Signed letter from employee	PA			
14	R-Other			Signed letter from employee	PA			
15	R-From Leave			Signed letter from employee, OR use Disciplinary & Personnel Actions Guide example letters #21 and #22 if sick leave without pay is exhausted	PA	LEGAL		
16	R- Accept with Prejudice			Signed letter from employee and accompanying letter from appointing authority accepting the resignation with prejudice	PA	LEGAL		
17	D-Time and Attendance			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
18	D- Work Performance			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
19	D-Job Abandonment			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
20	D-Patient/Client Abuse			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
21	D-Asleep on the Job			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
22	D-Policy Violation			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
23	D-Insubordination			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
24	D-Alcohol/Drug Abuse			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
25	D-Misconduct			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
26	D-From Suspension			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
27	D- Other or From Leave			See Disciplinary & Personnel Actions Guide for example letters	PA	LEGAL		
28	L-Lack of Work			Notice of Layoff required	PA	PA SUPV	LEGAL	
29	L-Lack of Funds			Notice of Layoff required	PA	PA SUPV	LEGAL	
30	L-Reorganization			Notice of Layoff required	PA	PA SUPV	LEGAL	
31	L-Other			Notice of Layoff required	PA	PA SUPV	LEGAL	
32	O-Deceased	X		No doc required unless otherwise requested	PA			
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA	LEGAL		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	LEGAL		
ZG-Retirement								
1	Disability			Signed letter from employee	PA			
2	Normal			Signed letter from employee	PA			
3	From Leave			Signed letter from employee	PA	LEGAL		
4	Accepted with Prejudice			Signed letter from employee and accompanying letter from appointing authority accepting the retirement with prejudice	PA	LEGAL		
5	Early			Signed letter from employee	PA			
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA	LEGAL		
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	LEGAL		

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		None	*PAE	Letter of Justification/Request	Note: The symbol “>” represents actions which route to the Personnel Administration Branch initially. However, the Personnel Administration Branch is responsible for forwarding to one of the designated areas for approval depending on the type of employee being hired. (i.e. classified, unclassified, FFTL), or the type of information requiring correction.				
Type:	Reason:						Level 1	Level 2	Level 3
ZJ- Return from Suspension									
1	Return from Suspension			See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters	PA	LEGAL			
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA	LEGAL			
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	LEGAL			
ZK- Misc Actions									
1	Adjust Promotion Date	X		NONE	PA	PA SUPV			
2	Increment Date Change	X		NONE	PA	PA SUPV			
3	SSN Change			Copy SSN card if a valid change and not typo correction	PA				
5	Adjust Initial Probation Date	X		NONE	PA	PA SUPV			
98	VOID	X		Specific remarks required on HCMPF submission explaining reason for void.	PA				
99	CORRECT	X		Specific remarks required on HCMPF submission explaining needed corrections.	PA	PA SUPV			
ZP- Work County Change									
1	Work County Change			Filled positions require a letter from employee or agency. Vacant positions require no documentation.	PA	LEGAL			

**\*Exemptions:**

Where exemptions are listed as required documentation, they are only required for:

- All Non-Merit/Unclassified Positions (regardless of agency),
- All Merit/Classified Positions within any agency under General Government (except as noted on the [Request for Personnel Action Exemption Process Information](#) document.), and
- Certain Merit/Classified Technology Positions (regardless of agency). A listing of these positions is also available on the above listed document.

**Submitting Applications with HCMPF Actions:**

**DO NOT SEND** any applications with the following HCMPF actions:

- Register Appointments
- Internal Mobility Promotions
- Re-hire (Re-Instatements/Re-employments)

Position # Change (Transfer with Title Change/Demotions)

Reclassifications

**Unclassified/Non-Merit Policy Makers:** If the employee is currently working and has an application on file that is more than two years old, you will need to submit an updated application through the Career Opportunities System.

**Executive Secretaries Classifications:** If the employee is currently working and is already in or is going to the Executive Secretary series, there is no need to send an application for these actions.

## Common Issues with Action Submissions

Provided below are the most common issues that would prevent or delay approval of a processed action:

### **Personnel Administration Actions:**

- Incorrect action reason
- Incorrect form field information  
Examples: Effective Date; Position Number; Salary (as related to the requested action reason); Work/Residential Tax; Retirement code, Remarks)
- Noncompliance with 18A and/or 101KAR
- Incorrect or missing supporting documentation
- Incomplete register process (register status, regret letters, etc.)
- The action was not processed in the appropriate order as related to another action effective the same date, or a preceding action.

### **Organizational Management Actions:**

#### *Establishments:*

- Incorrect Organizational Unit
- Incorrect form field information  
Examples: Personnel Area/SubArea; Employee Group/SubGroup; Pay Grade Type/Area; Unclassified/Included in Cap; Supervisor position number
- Position Description Issues (See details below)

#### *Reclassifications:*

- The action was not processed in the appropriate order as related to an annual increment effective on the same date, or a preceding personnel action.
- The requested job classification is not an appropriate transition from current job classification.
- No permanent and material change in duties has occurred to warrant a reclassification.
- Position Description Issues (See details below)

#### *Interim Appointments/Rehires:*

- Incorrect position attributes
- Incorrect action reason
- Incorrect form field information  
Examples: Effective Date; Position Number; Salary (as related to the requested action reason); Work/Residential Tax
- Noncompliance with 18A and/or 101KAR (i.e. 90 day break for interims in the same department)

#### *Position Description Issues:*

The issues provided below impact Establishments, Reclassifications, and PD Updates.

- Incorrect 'level' or 'Characteristics of the Job'
- Duties require more specific information in order to review/approve the job classification  
Example: Internal Policy Analyst job classification series
- Incorrect Supervisor PerNr
- Required "Essential Functions" are not checked